

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Project Manager - HROS Position Number:

Location: Helena Department: Transportation

Division and Bureau:

Section and Unit: n/a

Job Overview: This position provides project management through all phases of project lifecycle. Work involves managing project scope, schedule, and budget by applying project management principles and methods as defined in the Project Management Body of Knowledge (PMBOK). The Project Management Specialist is responsible for coordinating with cross-functional teams, both internally and with external vendors or third parties, through meetings and progress measurement activities to ensure successful project completion on time, within budget, and with minimal disruption to critical business activities. This position is responsible for collecting, compiling, and analyzing HR metrics and data. Analyzes and reports on people data, makes comparisons to industry benchmarks, and determines trends and relationships among variables. Based on findings, makes recommendations for policy, process or operational changes and improvements to achieve both divisional and departmental goals and objectives. This position will participate as a member of the HROS management team and reports to the Division Administrator

Project Management - 75%

- Identifies project objectives and scope by collaborating with stakeholders to define system requirements, specifications, and expectations.
- Partners with other management staff to identify project deliverables, create staffing plans, and build schedules.
- Manages change control process, including risk assessment, identification, and mitigation.
- Documents project constraints through communication with stakeholders and establishes policies and procedures to ensure compliance.
- Develops resource management plans (staff, procurement, etc.) by identifying resource requirements and obtaining commitments from internal, external, and procured sources to complete all project activities.

- Produces, refines, and communicates formal project planning documents such as: business cases, project charters, project scope statements, communication plan, risk plan, quality assurance plan, and staffing plan, as assigned.
- Produces written and oral project reports that provide timely and accurate project status and decision support information to project team.
- Monitors and manages project costs to ensure project is complete within budget.

Data Analysis – 20%

Compile, structure and analyze data to reveal trends, conduct gap analysis, and provide actionable solutions.

- Collects and compiles HR metrics and data from a variety of sources including the Human Resource information system (HRIS) and payroll outputs, management, and employee surveys, exit interviews, employment records, government labor statistics, and other sources.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance
- Ensures compliance with data privacy regulations and best practices.
- Analyzes and reports on people data, makes comparisons to industry benchmarks, and determines trends and relationships among variables.
- Prepares data for distribution and analyses. Uses visualization and storytelling skills to effectively communicate and provide clear and actionable insights.
- Uses multiple analytical tools to examine cross functional and people data.

This position will also support the implementation of a knowledge management process at MDT.

Other Duties – 5%

Performs any additional duties identified by the Supervisor in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- This position functions in a typical office environment.
- Limited travel around the Helena area and occasional district or other site visits

Knowledge, Skills and Abilities (Behaviors):

- Principles of project management
- Project management activities including detailed project plans
- Change management
- Business process analysis
- Quality assurance and business process improvement methods
- Risk management
- Negotiation
- Development and implementation of performance measures
- Creativity and problem solving
- Logical, analytical, and critical thinking
- Deductive and inductive reasoning
- Reading comprehension
- Active listening
- Trust building
- Quality assurance
- Relationship building
- Influence and persuasion
- Effective, professional communicating in writing, in person and over the phone
- Dealing with cross-agency business users at all levels
- Demands of accuracy in all aspects of work
- Experience in strategic planning and initiative designs.
- Excellent follow-through with adherence to critical deadlines and timelines
- Organization and time management
- Detailed oriented and thorough

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to bachelor's degree or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

This position requires a minimum of 2 years of experience working in a data analytics environment, with proven ability to deliver high quality analyses and products within demanding timelines; and 2 years of managing projects from inception to completion.

Intermediate to advanced skills in Microsoft Excel or other data analysis tools.

Experience working with HR and organizational people data, excellent interpersonal skills, ability to gather, analyze, interpret, and translate data into meaningful insights, detail-oriented mindset resulting in high quality work and a strong, proactive follow through, collaborative problem-solving approach with the ability to work individually or with a team, and strong organization and time management skills.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; describe |
| <input type="checkbox"/> Union code | <input type="checkbox"/> Safety responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
-----------------------------	--------------	-------------

Administrative Review	Title	Date
------------------------------	--------------	-------------

My signature below indicates that I have read this job description.

Employee	Title	Date
-----------------	--------------	-------------

Human Resources Review

Job Code Title: Project Management Specialist 3 Job Code Number: B1J033

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date